

# AMERICAN EMBASSY MASERU VACANCY ANNOUNCEMENT

No. 04/2015

March 6, 2015

**TO:** U.S. Citizen Eligible Family Members (USEFMs) – All agencies

**FROM:** Management Officer, Graham B. Harlow

**SUBJECT:** VACANCY ANNOUNCEMENT- **COMMUNITY LIAISON  
OFFICE COORDINATOR**

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

**POSITION:** Community Liaison Office Coordinator, FP-06

**OPENING DATE:** 03/06/2015

**CLOSING DATE:** 03/20/2015

**WORK HOURS:** Full-time; 40 hours/week (or To Be Determined)

**SALARY:** \*Not-Ordinarily Resident (NOR): \$45,487 USD p.a. (Starting salary)  
(Position Grade: FP-6)

**START DATE:** To Be Determined

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE  
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.

The U.S. Embassy in Maseru is seeking an individual for the position of **Community Liaison  
Office Coordinator** in the Management Section.

## **BASIC FUNCTIONS OF POSITION**

Serves all American Government employees and family members in Lesotho as an advocate for quality of life issues in the areas of family member employment, education liaison, information and resource management, and recreation.

A copy of the complete position description listing all duties and responsibilities is available at [http://maseru.usembassy.gov/job\\_opportunities.html](http://maseru.usembassy.gov/job_opportunities.html), or in the Human Resources Office. Contact 22312666 ext 4160/4217).

## **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Minimum of High School degree is required.
- 2. Required related experience:** Requirement for 3 to 5 years in an area involving problem solving for a diverse, complex customer or client population, including advocacy on behalf of others, effectively working with officials at all levels of an organization; as well as interpreting, adapting and applying regulatory or procedural materials.
- 3. Post Entry Training:** Management and office procedures, CLO training.
- 4. Language requirements for English:** Level III English language is required (fluent)
- 5. Job Knowledge:** Complexity of issues in daily administration of program requires knowledge of pertinent DOS regulations, programs and policies, as well as host-country laws, practices and mores.
- 6. Skills and Abilities:** Basic typing and computer skills are required. Basic counseling skill is required. Must be able to maintain effective working relationships with American employees and their families. Must have excellent communication skills and inspire trust and confidence.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Top Security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
P.O. Box 333,  
Maseru 100  
Email: hromaseru@state.gov

## **POINT OF CONTACT**

Name: HR Assistant, Ts'epang Mohale  
Telephone: (+266) 22-312-666 ext. 4160/4217  
FAX: (+266) 22-310-116

### **\* DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be

under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:**

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity.

**4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:**

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

*A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.*

**5. Not Ordinarily Resident (NOR) – An individual who:**

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the LCP.*

**6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:**

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

*EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

Drafted: HR Assistant, TMohale

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